S U P P O R T   S E R V I C E S   S T A F F

P R O G R A M   C A L L

FY 1973-1977

SECRET

it coordinated with each Directorate. The ExDir was of the opinion that the Archives function should not be attached to the Agency's Historical Staff and has requested that the program be administered in the Support Directorate. As a result, we are including plans for the establishment of an Archives Staff as a new activity in the Records Administration Branch Section of this Program Call. We have a draft regulation prepared; however, we are awaiting the decision on whether we will get the manpower resources requested in this Program Call before we submit the regulation for formal coordination.

c. REPORTS MANAGEMENT PROGRAM

Reports Management has traditionally been a program element of Records Management; however, there has never been resources available either in RAB or in the Directorates to establish a program and act effectively in this area. Consequently, the Agency is completely lacking in policy, directives, instructions and manpower in the reports management program. This program received new impetus with the issuance of the Office of Management and Budget's Circular No. A-44 in June 1970 which included as an attachment the President's strong endorsement of this program. OMB's Circular to the Heads of Executive Departments and Agencies was entitled "Government-wide Study to Improve Federal Reporting and Reduce Related Paperwork."

As our first step in response to this circular, we took a complete inventory of reports within the DDS. RAB also assisted O/PPB in assembling the reports data from other Directorates.

OMB Circular A-44 (Revised), and the Transmittal Memorandum to Heads of the Departments and Agencies requires that reports management be included as part of the Agency annual management improvement report to OMB. If the Agency is to comply fully with the OMB Directive it means we should establish a formal Agency-wide reports management program. It would appear that O/PPB should assume Agency responsibility for this program, but based on guidance received to date, they apparently intend to leave it up to each Directorate to develop their own approaches in responding to the OMB requirement in Circular A-44. The lack of a centralized Agency reports management program at the DCI (or O/PPB level) will complicate a coordinated Agency effort to control and reduce Administrative/Management reporting systems. In any event we assume the Support Directorate will be obliged to respond to the OMB directive (at least in the area of Administrative/Management reporting for which the DDS has Agency-wide responsibilities). To accomplish this within the Support Directorate, we must provide one new position to manage and coordinate reports management within the DDS. (See RAB Section of this Program Call.)

SECRET

MANAGEMENT SUPPORT

PART II: PROGRESS, OBJECTIVES, AND PROGRAM PLANS

1. PROGRESS TOWARD CURRENT OBJECTIVES

a. GENERAL

Given the scope and complexity of the programs adminis-
trated by this staff, it is not an easy task to quantify pro-
gress toward our overall objectives. The Regulations Control
Branch (RCB) has significantly reduced their work backlog
and reduced the time it takes to edit, coordinate, and publish
regulations. The Information Processing Branch (IPB) is
basically on schedule in the design and testing of subsystems
in the three major management information areas and will shortly
be faced with determining how the DDS should best organize to
manage the systems after they become operational. The Records
Administration Branch (RAB) has made modest progress in devel-
oping and implementing programs for long term solutions to our
increasingly complex records problems. Lack of significant pro-
gress in the Records Management area is not attributed to a
lack of zeal and enthusiasm on the part of the members of RAB;
it is primarily due to the fact that they are required to act
and react on day to day operational problems forced upon them
by inadequate staffing in records programs both at the Directorate
and component levels. As a consequence, current staffing in
RAB is inadequate to make major progress in the overall objectives
contained in the program elements of Records Management. Never-
theless, there has been considerable activity this past year in
the Archives, Reports Management, and Microform fronts which are
worthy of highlighting in this section of the Program Call.
(Detailed progress, plans and proposals are presented in the RAB
section.)

b. ARCHIVES PROGRAM

In March 1970 a memorandum proposing the formal establishment
of a CIA Archives program was forwarded to the Executive
Director-Comptroller. The memo indicated the legal requirement
for archives; the fact that we have made a small informal effort
to segregate items for our future Archives collections; and
identified manpower resources needed to mount an Archives Pro-
gram. In commenting on our proposal, the ExDir agreed in prin-
ciple on the need for establishing an Agency policy on Archives;
felt it should be published as an Agency regulation; and suggested
that the Support Directorate prepare a draft regulation and have

d. AGENCY MICROFORM PROGRAM

During this past year we have completed an analysis of an Agency-wide inventory of microform equipment and usage. Overall, the 24 reporting components identified 58 active microform applications which, according to the type used, could be grouped into nine microform systems. There is a consensus in the Directorates that there is good and valid justification for the present differences in the "systems" since they have been specifically designed to meet the unique needs of the users. However, the current push to expand the use of microform throughout the Agency requires careful monitoring and coordination on an Agency-wide basis. The rapid advances in microform hardware and technology are resulting in more expensive and sophisticated equipment which requires thorough systems analysis by microform experts before decisions are made on new microform applications. This staff has by regulation been given the responsibility to review and approve all microform hardware. To exercise this responsibility we require an Agency Microform Program Officer to coordinate and assist the Directorates from an Agency-wide point of view. A detailed justification of this requirement is contained in the RAB Section of this Program Call.

e. EMERGENCY PLANNING

In February 1970, the ExDir assigned the Agency Emergency Planning function to the Support Directorate, and it was subsequently delegated to this staff. We have completed action on recommendations approved by the ExDir for basic changes in our relocation planning posture. We have prepared a basic revision updating the four Agency regulations concerned with emergency planning activities. This new regulation is now being coordinated within the Support Directorate. There has been an ever increasing amount of liaison contact with the Office of Emergency Preparedness in response to their inquiries on the status of the Agency's Emergency Preparedness programs. We have managed to avoid complying with formal detailed written reports to OEP; however, it has taken a considerable amount of time and personal contact with OEP officials to do so.
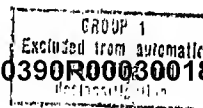
f. MANAGEMENT OF RECORDS AND INFORMATION PROCESSING FUNCTIONS

The increasingly apparent inter-relationship between the traditional records management program elements and the information processing systems now under development demands that we develop new techniques and organizational structures to more effectively manage these activities. The past year, this staff produced two major studies which recommended several new concepts and organizational approaches for the management of our records/information processing activities. These studies are now under consideration at the Directorate level and it is premature to project detailed program plans until basic decisions are made on the inter-directorate impact of these proposals. The basic concepts, functions, and objectives for this new look in our information processing activities are summarized in paragraph three of this section.

2. OBJECTIVES FOR FY 1973 THROUGH FY 1977

a. To examine the role of the Support Services Staff and of its elements, information processing, records administration, and regulations control, and determine what that role should be in the Agency and the Support Directorate.

b. To develop and recommend to the Deputy Director for Support plans and mechanisms for the appropriate structuring of the information processing, records administration, and regulatory systems and to recommend a framework for their management and control.

c. To provide staff guidance, assistance, and expertise in coordinating a systematic expansion in the use of microform throughout the Agency.

d. To develop a formal Agency Archives Program with minimal staffing and facilities.

3. PROGRAM PLAN

As indicated above, (paragraph 1f) it is premature to detail the specific organizational changes required to effect the restructuring of our information processing and records administration functions. Our purpose is to develop an organizational unit capable of taking the initiative in identifying and dealing with information handling problems in a total systems context. Developing this capability will undoubtedly result in some internal changes in the Support Services Staff and the DDS functional offices and will impact in other Direc-

SECRET

torates particularly the DDS&T/OCS. Specific proposals for major changes must await decisions in matters now under consideration at the Directorate level. Within the SSS we see a need to merge the IPB with the new DDS Records management unit. We must provide for centralized control and direction for the Data Management Centers (as SIPS systems become operational).

IPB, a centralized Data Management Center, and the new DDS Records Management Unit, would provide the nucleus for building a capability for long and short range term planning; applying techniques of scientific management; taking the initiative in identifying management problems and developing solutions; operating and maintaining SIPS systems; providing supervision of SIPS Data Management Centers; reviewing and evaluating ongoing systems; developing new information systems to meet changing requirements; and providing staff assistance to the DDS and consultative service to the offices.